

HOW CAN I GET HELP?

- You can contact us by phone or email.
- Phone: 602.771.AzGU (2948)
- Email: stars@azgu.gov

WHAT CAN I DO FOR MYSELF IN STARS?

- Enroll in classes
- View Training History
- Print Transcript
- Print Certificates
- View eCatalog

AS A SUPERVISOR, WHAT CAN I DO FOR MY EMPLOYEES?

- Approve employee enrollments.
- All the things you can do for yourself can be performed for your employees.



CONTACT US



For information:

Online: www.azgu.gov

E-mail: stars@azgu.gov

Arizona Government University

100 North 15th Avenue

Phoenix, AZ 85007

Phone 602.771.AzGU (2948)

Fax 602.542.7544

Statewide Training And Registration System



www.azgu.gov

Enrollment
Quick
Reference



HOW DO I ACCESS STARS?

I know my EIN but have never used STARS. How do I sign in?

Go to www.azgu.gov. Click "**Sign-in now to enjoy STARS**," click "**New to Stars? Sign up now to enjoy STARS**" Enter EIN and click "**Submit.**" If your name and Department appears on the next screen, click "Yes" to verify that you want to activate your account.

You will receive an email. After you receive the email, click the link provided and "**Sign-in.**" You will be prompted to change your password the first time you sign in.

I do not know my EIN. How do I obtain it?

Go to www.azgu.gov; click on "**Sign-in now to enjoy STARS**;" click on "**Lookup your EIN**;" enter your first name, middle initial and last name and select your agency from the drop-down menu; then click "**Submit.**" From the name list provided, click on your name. On the next screen, click "**Yes**" to verify that you want to activate your account. You will receive an email that provides your EIN and a temporary password.



I do not have an EIN. How do I obtain one so that I may register for classes?

Go to www.azgu.gov and click "**STARS Sign-in**" followed by "**Sign up now.**" Fill out the required personal information and select "**Other**" from the Agency drop-down menu and click "**Submit.**" You will receive an email that provides you with an EIN and a temporary password.

HOW DO I FIND CLASSES?

I have my STARS account and want to enroll in classes. Where do I find them?

Click on "**eCatalog.**"

Select a course group, or

Click "**Search for a Class or Event**" to search all available classes.



When you click "**Search for a Class**" you will be asked for search details. You can select a search for classes at your agency or all agencies.

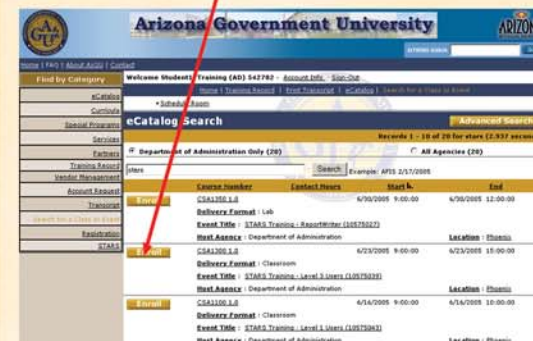
Next, type in your search criterion: class name, course number, class date or city location. Click the "**Search**" button to start your search. In response, you will receive a list of courses that meet your entered criterion.



HOW DO I ENROLL?

I found a class. How do I enroll?

Click the gold "**Enroll**" button. You will then be asked to confirm your enrollment. Click "**Yes**" and your enrollment is complete.



What will happen next?

You will receive a confirmation via email with all of the information related to the class. If you do not receive an email, log in to STARS and click the "**Account Info**" link to verify that your email address is correct. If your email address is incorrect, you can correct it by using the Edit button.

Your supervisor will also receive an email requesting approval for you to attend the class. Once approved, you will receive an enrollment notification.

